

ico.

## **EXPENSES CLAIM**

**Claim Number**

16169

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name \_\_\_\_\_ Job Level \_\_\_\_\_ Payroll NO. \_\_\_\_\_ Department \_\_\_\_\_

**Christopher Graham** Chief Executive

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\* return to office at 1040hrs on Friday 30 March 10 APR 2012

**Other incidental expenses (e.g. telephone, postage)**

total amount claimed 35.00  
less cash advances received 0.51

amount claimed for payment: 35-10

If this journey has incorporated an overnight stay at a hotel, could you please note or append any comments (positive or negative) about the standard of the accommodation.

on APC  
card.

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

Name				Job Level	Payroll NO	Department		
Christopher Graham						Chief Executive		
Usual mileage to work								
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.								
Date	Time	Arrived	Depart	Arrive	Full details of journey and charges.	Mode of travel	Car mileage	Reimbursed
						STD	PTR	attached
						45p	25p	£
EURO EXPENSES								
28/03/11	*	—			Breakfast on Eurostar on the way to Brussels			4.50 Yes ✓
	—	—			Metro "jump" ticket for 10 journeys			13.00 Yes ✓
	—	—			Snack			5.10 Yes ✓
30/03/11	—	1040			Breakfast at airport			8.85 Yes ✓
					Financial Times newspaper to see report about DfE appeal			3.50 Yes ✓
* LEFT THE OFFICE AT 1220HRS ON MONDAY 26 MARCH								
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10 APR 2012								
							sub-total	£ 34.95
Other incidental expenses (e.g. telephone, postage)								
							total amount claimed	£ 34.95
							less cash advances received	£
							amount claimed for payment	£ 34.95
In this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation								
£ 34.95 ÷ 1.22406 = £ 28.55								

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Title	Job Level	Payroll NO.	Department
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Christopher Graham				Chief Executive
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## Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

Date	Depart	Arrive	Time	Full details of journey and charges		Model of travel	Car mileage	Buses	Trains	Receipts
				STD	PTR					
26/03/11	1220	—	—	Taxi from office to Macclesfield train station		Taxi			23.00	Yes ✓ ①
	—	—	—	Coffee on train					2.05	Yes ✓ ②
27/03/11	—	—	—	Coffee at Wesley's café in Westminster					2.95	Yes ✓ ③
29/03/11	—	—	—	Taxi from ICO conference at Tower Hill to Kings Cross station		Taxi			14.00	Yes ✓ ④
	—	—	—	Coffee with Sue Eustace, Advertising Association					5.20	Yes ✓ ⑤
30/03/11	—	1040	Taxi from airport to office						20.00	Yes ✓ ⑥

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10 APR 2012

sub-total 0 0 67.20

## Other incidental expenses (e.g. telephone, postage)

total amount claimed 67.20

less cash advances received

amount claimed for payment 67.20

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

**ICO.****EXPENSES CLAIM**

Claim Number

41145

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll No.	Department
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Christopher Graham			Chief Executive
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Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time	Full details of journey and charges:	Mode of travel	Car mileage	Receipt	STD	PTR	Mileage	Attached	
						45p	25p	£	p	
<b>EURO EXPENSES</b>										
07/12/11		Brussels Metro ticket - valid for 10 journeys (not previously claimed)	Metro			12.50				1
12/02/12		Brussels Metro ticket - valid for 10 journeys	Metro			13.00				2
21/03/12	1615	Taxi from airport to hotel for C Graham and E Butler	Taxi			45.00				3
-	-	Share of dinner (total cost 64 Euros split three ways plus tip)				24.00				
22/03/12	-	Lunch				4.87				4
-	-	Coffee at European Parliament				1.90				
23/03/12	-	Lunch				6.84				5

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10 APR 2012

				sub-total	108.11	EUROS

Other incidental expenses (e.g. telephone, postage)						



total amount claimed	108.11	EUROS
less cash advances received		
amount claimed for payment	108.11	EUROS

If this journey has incorporated an overnight stay at a hotel could you please note on appendix any comments (positive or negative) about the standard of the accommodation	
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$$108.11 \div 1.22406 = £88.32 - £88.83 \text{ expenses from ap} \\ -0.51 \text{ c/f}$$

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Title	Job Level	Payroll NO.	Department
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Christopher Graham				Chief Executive
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## Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

Date	Time	Full details of journey and charges	Mode of travel	Car mileage		Receipt
				STD	RTTR	
21/03/12	1615	-	Taxi from office to airport (plus waiting time)	Taxi		16.00 Yes (1)
23/03/12	-	1900	Taxi from airport to home	Taxi		15.00 Yes (2)
£13.75 to be deducted from above claim due to overclaim on GPC - total claim was simply half of the bill provided which included alcohol (see attached copy receipt for breakdown, the original will be provided with GPC statement)						
<b>RECEIVED</b>						
10 APR 2012						
17-25						
sub-total						

## Other incidental expenses (e.g. telephone, postage)


total amount claimed

31.00

less cash advances received

25

amount claimed for payment

31.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation

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**Claim Number**

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Institute of Conservation Architects

# 25 APR 2012 **EXPENSES CLAIM**

25 APR 2012

22671

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

Name					Job Level	Payroll NO.	Department
Christopher Graham							Chief Executive
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.							
Date	Time	Full details of journey and charges			Mode of travel	Car mileage	Receipt attached
Depart	Arrive				STD	PTR	
02/04/12	1155	2100	Coffee at Stockport station on return from London			45p	25p
13/04/12	0730	-	Coffee In London				
	-	1655	Coffee In London				
					sub-total	0	0
					total amount claimed	6.65	
					less cash advances received		
					amount claimed for payment	6.65	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							

**ICO.****EXPENSES CLAIM**

Claim Number

26984

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll No.	Department
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Usual mileage to work			

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

Date	Time	Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
				Depart	Arrive	
18/3/12	05.30	Home - Airport	Taxi			£11-00
		Manchester - Washington	Plane			
19/3		(EU Common Card).				
20/3		Deport - Circle - Gd Circular Metro (Cloud comp. card / OECO) MT5)	Metro			£5-00 ✓
		Archives - Deport Line	"			
21/3	10.15	Washington - Manchester	Plane			£17-00 ✓
		Airport - Home				
		Subsistence (Business class flights + Hotel +				
				Sub-total	£0.00	£0.00

Other incidental expenses (e.g. telephone, postage)

total amount claimed	£0.00
less cash advances received	£0.00
amount claimed for payment	£0.00

If this journey has incorporated an overnight stay at a hotel, could you please note or append any comments (positive or negative) about the standard of the accommodation.

**ICO.****EXPENSES CLAIM****Claim Number**

26984

(2)

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department		
DASy (TSA)					
Usual mileage to work					
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.					
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt
18/3	Depart	+ transfers + dinner on 18/3, lunch on 19/3 paid by EuroCommission residual Plus b'fast (\$ 86.5 + 13.00)	Arrive	STD 45p	BT/R 25p
				sub-total	0 0 0.00
Other incidental expenses (e.g. telephone, postage)				total amount claimed	0.00
				less cash advances received	
				amount claimed for payment	0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.					
<b>DECLARATION</b>					
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.					
Signed		Date			
<b>APPROVAL OF CLAIM</b> (Please contact Finance if you are unsure who can approve your claim)					
Name of manager	Job Level				
Signed	Date				
<b>FOR FINANCE USE</b>					
Paid Stamp	Additions checked	Budget Code			
		Budget Holder			
	Authorised by the Finance Manager	Individual			
		Consuming CC			

\* Receipts **must** be provided for subsistence claims. Please attach to the back of this form.

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# EXPENSES CLAIM

**Claim Number**

83337

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

Name:	Job Level:	Payroll NCP:	Department:
JANE MAY	NSD		

### Usual mileage to work

NEA

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.

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Other incidental expenses (e.g. telephone, postage)

Out-of-pocket expenses (e.g. telephone, postage)		

If this journey has incorporated an overnight stay at a hotel, could you please note or append any comments (positive or negative) about the standard of the accommodation?